

Q. 1 Prepare the travelling allowance bill of Sh. Arun Kumar, an officer drawing pay in HCS Pay Level 12, headquarters at Rohtak, for the month of September 2026, from the following particulars. Apply the rules and amendments applicable on the journey dates.

Date	Particulars <i>Hem Sharma Classes: 9991500264</i>
03.09.2026	Left headquarters for Sonipat at 8 AM by Government vehicle for official inspection and returned at 5 PM the same day. Hem Sharma Classes: 9991500264
06.09.2026	Left at 9 AM for an inspection station 60 km away, using a registered car borrowed from his father with prior approval of the Head of Office. Returned at 2:30 PM. The approved shortest-route journey totalled 120 km. Paid toll of Rs 120 against original receipts.
10.09.2026	Left Rohtak for Jind by bus at 9 PM on 10 September, arriving at 11 PM. Left Jind at 4 AM on 11 September and returned to headquarters at 6 AM. Bus fare: Rs 90 each way. Local travel by AC taxi in each direction: 2 km at Rohtak and 4 km at Jind, with actual payment of Rs 120 per direction.
15.09.2026	Performed two official bus tours: Rohtak to Jhajjar and back, 6 AM to 11 AM, fare Rs 50 each way; then Rohtak to Panipat and back, 1 PM to 9 PM, fare Rs 80 each way. Local journey performed by Govt. vehicle. Hem Sharma Classes: 9991500264
19.09.2026	Left Rohtak for Chandigarh by bus at 2 PM on 19 September, arriving at 6 PM. Took full-day casual leave on 20 September while staying at Chandigarh. Resumed official duty on 21 September, left Chandigarh at 12 noon and reached headquarters at 4 PM. Bus fare: Rs 220 each way. Availed free lift for local journey at Rohtak.
25.09.2026	Performed official duty at Station B, 15 km from headquarters, travelling by Government vehicle. Left at 8 AM and returned at 8 PM. Hem Sharma Classes: 9991500264
28.09.2026	Left headquarters for Sonipat by Government vehicle at 7 AM and returned at 8 PM. Availed short casual leave during the tour.

All tours and necessary permissions were duly sanctioned, including duty on any holiday. Required tickets, receipts are attached.

Ans: Total amount: Rs. 5,162

Q. 2 Prepare the travelling allowance bill of Ms. Kavita Sharma, drawing pay in FPL 12, headquarters at Karnal, for the month of Oct. 2026, from the following particulars.

Date	Particulars
03 Oct. 2026	Left Karnal for Delhi at 7 AM on 3 Oct. by AC II-tier train, arrived 10 AM, fare Rs 420. Returned on 4 Oct., leaving Delhi at 2 PM and reaching Karnal at 5 PM, fare Rs 420. Paid room-only hotel rent Rs 3,800 for the night of 3 October Government accommodation was unavailable, duly certified. For this exercise, the hotel claim relates to 3 Oct. only; no hotel reimbursement is claimed for 4 October Local AC taxi: 6 km and Rs 120 in each direction. <i>Hem Sharma Classes: 9991500264</i>
10 Oct. 2026	Travelled from Karnal to Kurukshetra and back as a free-lift co-passenger in a colleague's car, 8 AM to 6 PM. Paid no fare or mileage.
16 Oct. 2026	Travelled to Panipat by AC First Class rail for official duty and returned the same day, 6 AM to 8 PM. Actual fare Rs 1,800; corresponding entitled AC II-tier fare Rs 900. No special higher-class sanction.
23 Oct. 2026	Visited a station 12 km from headquarters by hired AC taxi, 9 AM to 1 PM; actual return distance 24 km and fare Rs 450. Head of Office sanctioned reimbursement under Rule 30.

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise. Hem Sharma Classes: 9991500264

Ans: Total amount: Rs. 6,866.

Q. 3 Prepare the travelling allowance bill of Sh. Manoj Kumar, drawing pay in FPL-6, headquarters at Hisar, for the month of November 2026, from the following particulars.

Date	Particulars <i>Hem Sharma Classes: 9991500264</i>
04 Nov 2026	Left Hisar for Jind and returned by AC bus, 7 AM to 8 PM. Paid Rs 500 fare; entitled non-AC deluxe fare was Rs 300.
09 Nov 2026	Travelled on an approved own-car tour of 80 km in total, 9 AM to 2 PM; the inspection station was 40 km away. Original toll receipt Rs 30. Hem Sharma Classes: 9991500264
14 Nov 2026	Visited Hansi and returned by non-AC deluxe bus, 8 AM to 5 PM, fare Rs 160. The original ticket was lost; the Head of Department granted the exceptional reimbursement permitted to this non-gazetted employee under Rule 24, on his declaration.
21 Nov 2026	Visited a local site 14 km away and returned by auto-rickshaw, 9 AM to 1 PM, actual distance 28 km and cost Rs 300. Head of Office approved the journey under Rule 30 but did not relax its 25-km limit.

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise. Hem Sharma Classes: 9991500264

Ans: Total amount: Rs. 2,155.

Q. 4 Prepare the travelling allowance bill of Ms. Ritu Malik, drawing pay in ACPL-19, headquarters at Rohtak, for the month of December 2026, from the following particulars.

Date	Particulars
02 Dec 2026	Travelled by bus to Chandigarh for compulsory training: left 2 December at 8 AM, arrived noon, fare Rs 250; returned 5 December, departing 1 PM and reaching headquarters at 5 PM, fare Rs 250. On training halt days 3 and 4 December the institute provided both boarding and lodging free. Journey dates had no free facilities. Hem Sharma Classes: 9991500264
12 Dec 2026	Second compulsory course at Karnal: left 12 December at 8 AM, arrived 10 AM, fare Rs 100; returned 15 December, leaving 2 PM and reaching headquarters 4 PM, fare Rs 100. On halt days 13 and 14 December, institutional boarding and lodging together cost Rs 600 per day. There were no institutional charges on journey dates. <i>Hem Sharma Classes: 9991500264</i>
20 Dec 2026	Compulsory training at Delhi: left Rohtak 20 December at 8 AM, arrived noon, bus fare Rs 200. Neither the institute nor Haryana Government provided boarding or lodging. On 20 December she made her own non-reimbursed arrangement; for the night of 21 December, she paid room-only hotel rent Rs 3,400. Government accommodation non-availability is certified. Returned 22 December, leaving Delhi noon and reaching headquarters 4 PM, fare Rs 200. No hotel reimbursement for 20 or 22 December.

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise. Hem Sharma Classes: 9991500264

Ans: Total amount: Rs. 9,200.

Q. 5 Prepare the travelling allowance bill of Sh. Sandeep Rao, drawing pay in FPL-8, headquarters at Panipat, for the month of February 2027, from the following particulars.

Date	Particulars
03 Feb 2027	Summoned to Karnal to give official evidence in a Government case; bus journey and return 7 AM to 7 PM, fare Rs 160. Attendance certificate attached. Court paid Rs 200, which was deposited in the State treasury before the claim; challan attached. Hem Sharma Classes: 9991500264
09 Feb 2027	Not under suspension; directed to attend a departmental inquiry at Rohtak, 8 AM to 5 PM, bus fare Rs 240. Inquiry Officer certified attendance and that nothing was paid.
15 Feb 2027	Visited Sonipat for a personal hearing granted solely at his own request, unrelated to a directed official appearance; 8 AM to 6 PM, claimed bus fare Rs 180 and DA. Hem Sharma Classes: 9991500264
22 Feb 2027	With Head of Office approval, visited Karnal to inspect essential defence records unavailable at headquarters. Left 22 February at 8 AM, arrived 10 AM; returned 24 February at 4 PM after leaving Karnal at 2 PM. Bus fare Rs 80 each way. One full halt day on 23 February; required relevance and non-availability certificates attached. <i>Hem Sharma Classes: 9991500264</i>

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise.

Ans: Total amount: Rs. 2,810.

Q. 6 Prepare the travelling allowance bill of Ms. Poonam Devi, drawing pay in FPL-4, headquarters at Jind, for the month of September 2026, from the following particulars.

Date	Particulars
03 Sep 2026	First attempt at an obligatory departmental examination at Rohtak. Ordinary bus return journey 6 AM to 8 PM, fare Rs 140. <i>Hem Sharma Classes: 9991500264</i>
10 Sep 2026	Travelled to Hisar for a different compulsory in-service test; return bus journey 7 AM to 5 PM, fare Rs 160. Cancellation was announced only after she had commenced the outward journey; she returned without taking the test.
17 Sep 2026	Third attempt at another particular departmental examination at Karnal. TA had already been drawn for its first two attempts. Claimed Rs 220 bus fare and DA; journey 6 AM to 8 PM.
24 Sep 2026	Visited Panipat for a direct-recruitment examination, not an obligatory in-service test, on leave. Claimed Rs 180 bus fare and DA, 7 AM to 7 PM. Hem Sharma Classes: 9991500264

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise.

Ans: Total amount: Rs. 750.

Q. 7 Prepare the travelling allowance bill of Sh. Amit Verma, drawing pay in FPL 12, headquarters at Panchkula, for the month of Oct. 2026, from the following particulars.

Date	Particulars
03 Oct. 2026	Required urgently at Mumbai, a journey exceeding 500 km. Departed headquarters at 6 AM on 3 Oct. and reached Mumbai at 11 AM by economy air; fare Rs 7,500. Returned on 4 Oct., leaving Mumbai at 1 PM and reaching headquarters at 7 PM; fare Rs 7,200. The Administrative Secretary granted ex-post-facto sanction for the documented emergency. Air tickets and boarding passes are attached. No hotel claim. Paid local AC-taxi expenses of Rs 400 for 20 km on each date.
10 Oct. 2026	A sanctioned Jaipur air tour was cancelled by the department before departure. Airline refunded the ticket except Rs 600 cancellation charge. Separately paid Rs 150 travel-agent agency charge for personal convenience; claim both amounts. Hem Sharma Classes: 9991500264
17 Oct. 2026	Official Chandigarh to Ambala and back trip by Government vehicle, headquarters departure 8 AM and return 1 PM; no personal travel expense. <i>Hem Sharma Classes: 9991500264</i>
24 Oct. 2026	Travelled by rail to Kurukshetra and back, 7 AM to 8 PM. Paid Rs 500 actual entitled fare, Rs 40 reservation, Rs 100 Tatkal and Rs 20 e-ticketing charges. No agency charge. Documents attached.

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise.

Ans: Total amount: Rs.18,350.

Q. 8 Prepare the travelling allowance bill of Ms. Anjali Mehta, drawing pay in FPL-15, headquarters at Rohtak, for the month of September 2026, from the following particulars.

Date	Particulars
02 Sep 26	Official Chandigarh tour by bus: left Rohtak 2 September at 8 AM, arrived noon, fare Rs 250; returned 4 September at 5 PM after leaving at 1 PM, fare Rs 250. Paid Rs 300 room-only lodging for each of 2 and 3 September in a non-commercial Government rest house. No charge for 4 September. No meals were supplied or claimed. Hem Sharma Classes: 9991500264
10 Sep 26	Official Karnal tour: left Rohtak 10 September at 8 AM, arrived 11 AM by bus, fare Rs 150; returned 12 September at 4 PM after leaving at 1 PM, fare Rs 150. On 11 September only, enjoyed free boarding and lodging for the full day as a State guest. No free facilities on journey days.
20 Sep 26	Official Jind tour by Government vehicle: left 20 September at 8 AM, arrived 10 AM. On 21 September an unavoidable flood blockade prevented return; Head of Department sanctioned the enforced halt. Returned 22 September at 4 PM after leaving at 2 PM. No free facilities or accommodation reimbursement. <i>Hem Sharma Classes: 9991500264</i>

All necessary permissions and documents are available as stated. The common exercise conditions apply unless an entry expressly provides otherwise.

Ans: Total amount: Rs. 4,775.